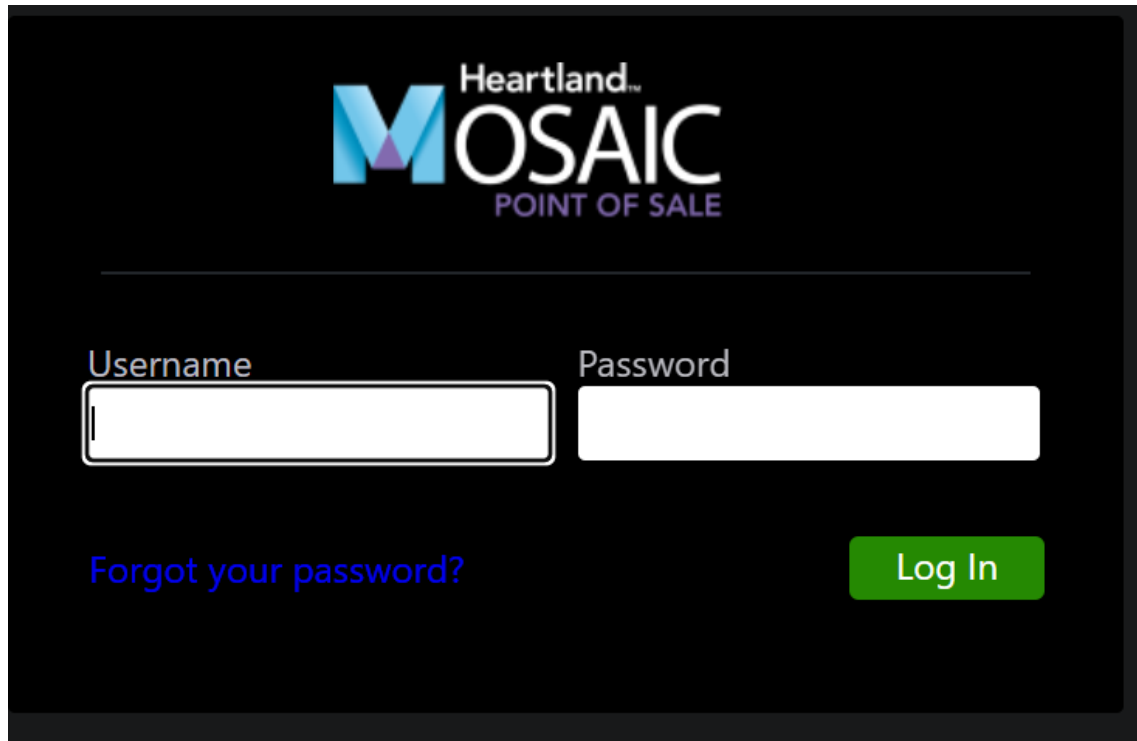


Mosaic Serving In the Classroom How To!

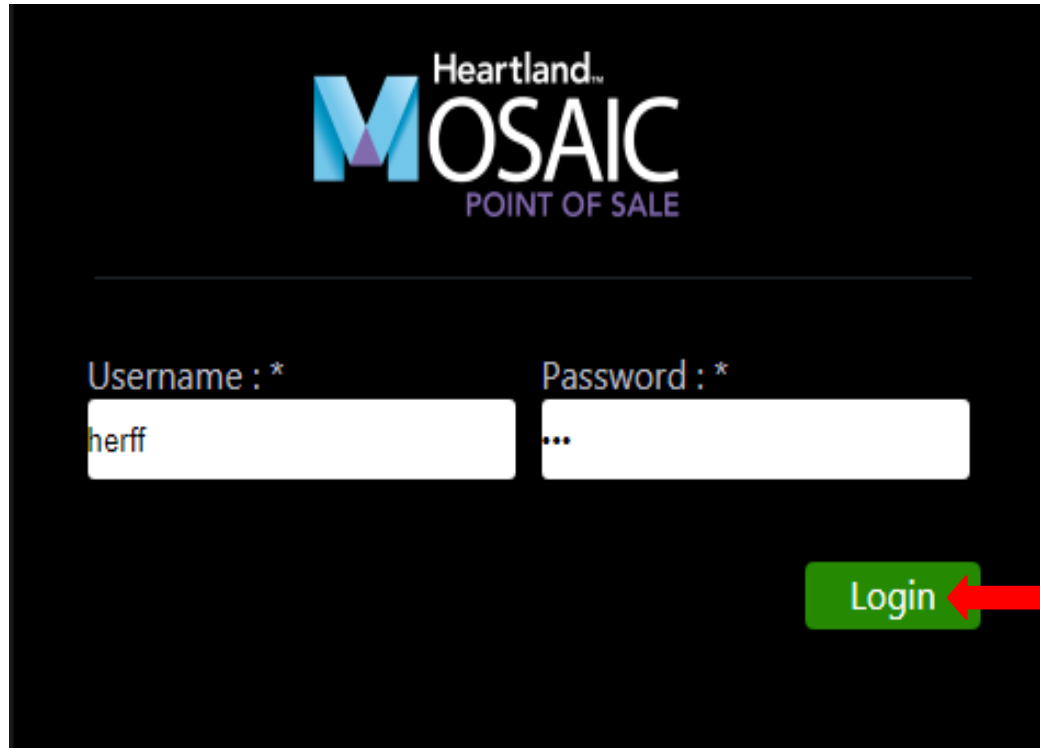
Meals are to be counted for each student who receives a reimbursable meal.

Meals will be counted using Child Nutrition Software: **Mosaic-Serving In the Classroom**. The software can be accessed at <https://www.saisd.net/page/nutrition-home>



The screenshot shows the login page for Heartland Mosaic Point of Sale. At the top left is the logo with the text "Heartland Mosaic POINT OF SALE". Below the logo are two input fields: "Username" and "Password". To the left of the "Password" field is a link that says "Forgot your password?". To the right of the "Password" field is a green "Log In" button.

Mosaic Serving in the Classroom!



Heartland[™]
MOSAIC
POINT OF SALE

Username : * Password : *

herff ...

Login

Type username (CAMPUS NAME)
Type password (CAMPUS NUMBER)
Click **LOGIN**

Mosaic – Serving in the Classroom

The screenshot shows the Mosaic POS interface for 'Serving in the Classroom'. The interface includes a sidebar with 'Home' and 'POS' options. The main content area has a purple header with 'San Antonio ISD' and 'POS > Serving in the Classroom'. Below this is a form titled 'Serving in the Classroom' with three fields: 'School Name' (Herff Elementary ...), 'Serving Period' (Breakfast), and 'Serving Date' (September 2018). A calendar view shows the date 24 highlighted. At the bottom are 'Cancel' and 'Continue' buttons. Red arrows point to the 'Serving Period' dropdown, the date 24, and the 'Continue' button.

Click the dropdown and select the correct Serving Period **Breakfast, Lunch, PM Head Start Snack or Supper.**

Make sure the date is the **Current Day. It should automatically be set to the Current Day.**

Then Click **Continue.**

The process from this point is exactly the same for each Meal Period.

*** If you select the wrong meal period, please notify the manager immediately. ***

Mosaic – Serving in the Classroom

San Antonio ISD herff

POS > Serving in the Classroom > Serving in the Classroom Search

Last Name First Name

POS ID District ID

Grade Homeroom +

School Herff Academy

Lookup Mode Reset Search

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The following screen will allow access to Homeroom by Teacher Name.

Click the ***Homeroom drop down arrow*** and select your name.

Verify the students listed are the correct classroom. Click only on students who took a meal.

San Antonio ISD

POS > Serving in the Classroom > Breakfast in the Classroom Search

Gates Elementary
Gates
May 25, 2017

New Search Sell All Clear All FINISH


BRO***** ID: 799622 ETH***** L	CHE***** ID: 764226 MIC***** J	GAL***** ID: 765487 ETE***** L
GUT***** ID: 769638 BRY***** E	HUI***** ID: 769911 ALL***** C	LOZ***** ID: 808905 MGR***** K
MEN***** ID: 760055 SAN*****	MON***** ID: 763326 VIC***** J	MOR***** ID: 788055 GRA*****
OLI***** ID: 749623 AMA***** Z	RJV***** ID: 781258 ROB*****	SAL***** ID: 760911 SUA***** M
VIC***** ID: 769179 RJC***** J		

Cancel

The student names in the green box indicate that the student was selected as receiving a meal.

If you click a student with a special diet (highlighted purple) you will see the following alert. Take note of the alert and make sure the students get the correct meal. Click **OK** to continue.

The image shows two overlapping windows from a software application. The background window is titled "J.T. Brackenridge Elementary" and "Al.Ramirez" with a date of "Sep 20, 2017". It features a search interface with buttons for "New Search", "Sell All", "Clear All", and "FINISH". Below these are 15 student cards, each with a name and ID. The card for "TORRES, SANTOS A ID: 8892" is highlighted in purple and has a small umbrella icon next to it. A red arrow points to this card. The foreground window is a "Warning" dialog box with a yellow exclamation mark icon. It contains the text "Student has Medical Alerts!" and a scrollable list titled "Special Diet" which is currently empty. A green "OK" button is at the bottom of the dialog, with a red arrow pointing to it. A "Cancel" button is visible in the bottom right of the background window.

Warning 

















Student has Medical Alerts!


Special Diet

POS > Serving in the Classroom > Breakfast in the Classroom Search

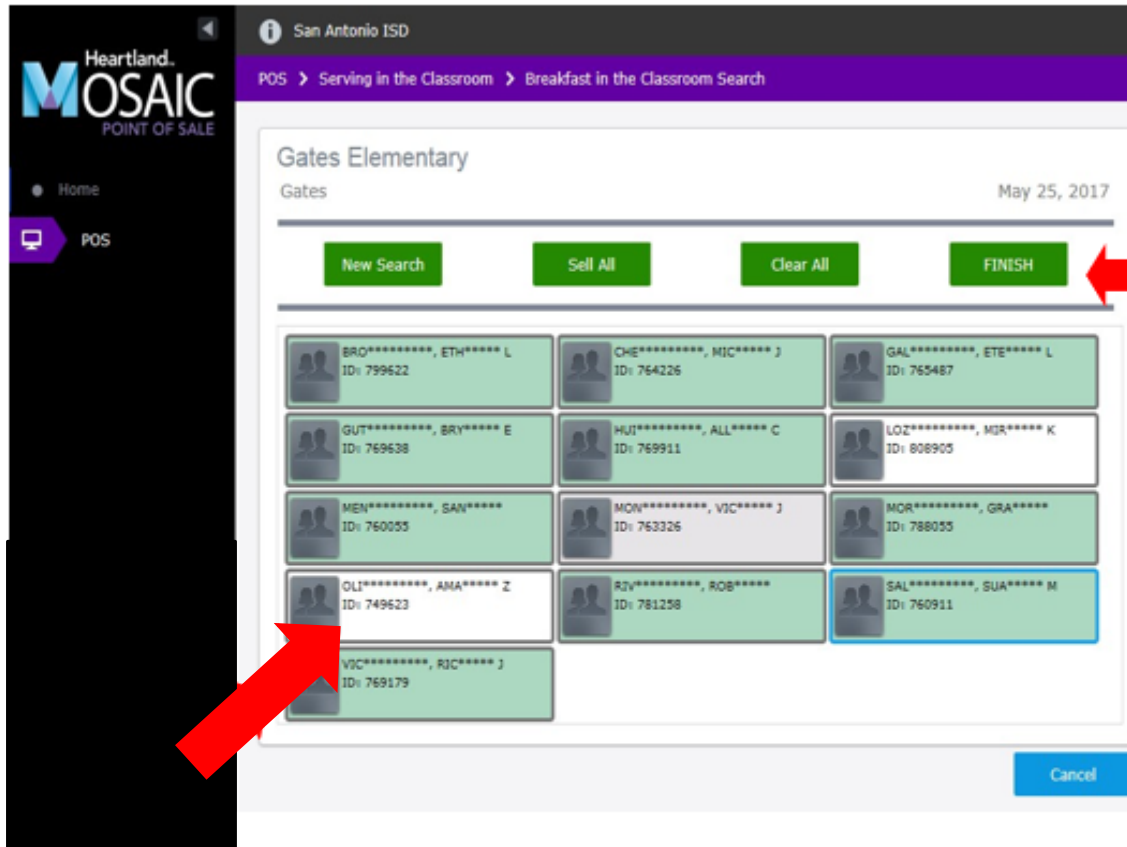
J.T. Brackenridge Elementary
Al.Ramirez Sep 20, 2017

New Search Sell All Clear All FINISH

 ALONZO, DANA ID: 1649	 BARRERA, DANIELLA C ID: 1552	 BARRERA, MIRANDA C ID: 1569
 DE LOS SANTOS, XAVIER T ID: 1213	 GARZA, AMBER R. ID: 1513	 GONZALES, PANDORA L ID: 1458
 GRIFFIN, CARLIYAH J ID: 1242	 IBARRA, FRANCISCO J ID: 1200	 MORALES, ZACHARIAH C ID: 1211
 OLVEDA, DYNASTY N ID: 1078	 REVUELTA, BENJAMIN ID: 1117	 ROCHA, JOCELYN N ID: 1100
 SAMUDIO, NICHOLAS B ID: 1296	 TORRES, SANTOS A ID: 8892 	 VILLELA, ANDREW T ID: 1151

OK 

Cancel



When done click **Finish**.

Students who do not eat a meal will be in a white box. Nothing else needs to be done.

After clicking **FINISH**, the next screen will show how many meals were sold. Click **OK**.

The screenshot shows the Heartland Mosaic POS interface for San Antonio ISD. The main screen displays 'Adams Elementary' for 'May 25, 2017'. A 'Sales Results' dialog box is open, showing the following data:

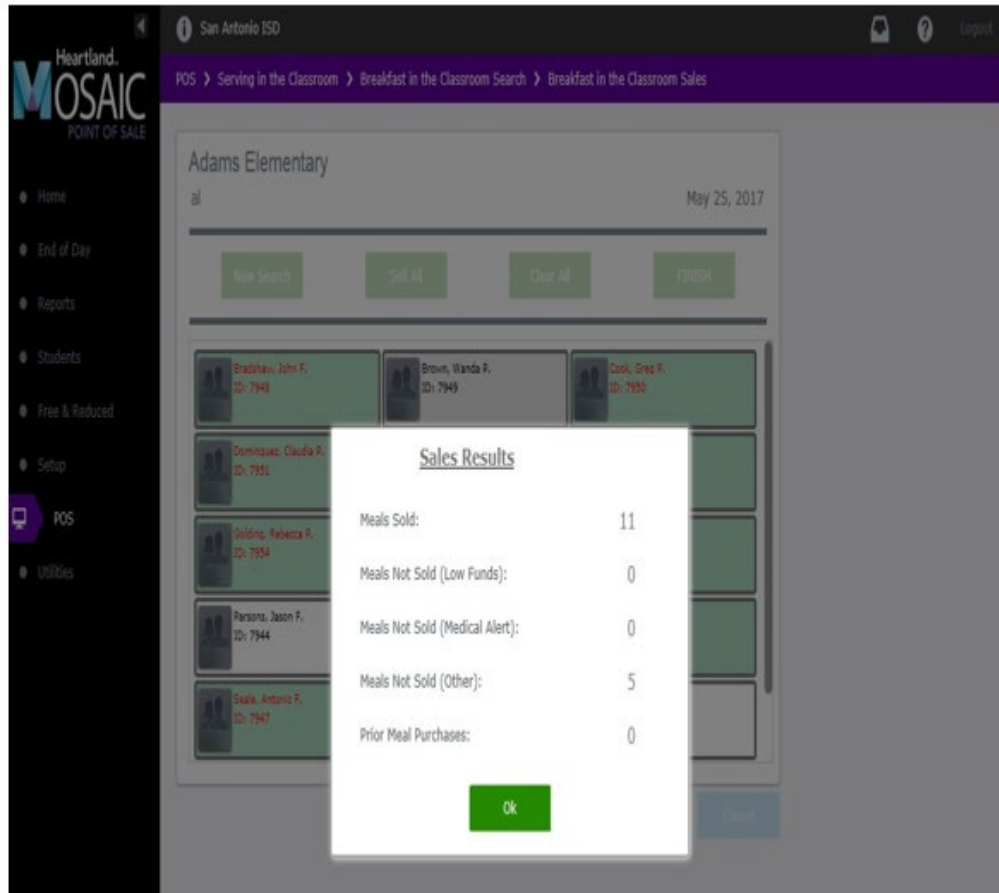
Sales Results	
Meals Sold:	11
Meals Not Sold (Low Funds):	0
Meals Not Sold (Medical Alert):	0
Meals Not Sold (Other):	5
Prior Meal Purchases:	0

The dialog box has an 'Ok' button at the bottom. A red arrow points to this button. Another red arrow points to the 'Logout' link in the top right corner of the application's header.

After clicking **OK** logout by clicking on **Logout** in the upper right corner.

Meal counts will be transferred to CN manager once the OK button has been clicked.

Submission of Meals



Complete and submit by the following:

- **Breakfast** should be completed and submitted **no later than 9am.**
- **Lunch** should be completed and submitted **no later than 11:50 am .**
- **PM Snack** should be completed and submitted **no later than 1:50 pm.**

Manual Counting of Meals

Use **PAPER** student roster provided in folder **IF**

- 1) Student name does not appear, or
- 2) Mosaic system is down, or
- 3) Substitutes and IAs who do not have access to computer,
- 4) Place roster back in folder provided.

For Mosaic in the Classroom - 5 Day Back up Roster

POS Weekly Roster Report San Antonio ISD

School Group: 1 - All Sites School: Elementary School
 Active Student: Yes Order By: Last Name
 Group By: Homeroom Report Type: Weekly
 OneSheet: false

Elementary School Week of _____
 Serving Period _____

Name	POS ID	Mon/\$ Amt	Tue/\$ Amt	Wed/\$ Amt	Thu/\$ Amt	Fri/\$ Amt
ABARI	834832	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
ACER	835438	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
ACOST	830950	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
ACOST	805973	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
ACOST*	761481	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
AGOSTY	775286	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
AGUILA	791671	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
AGUILEP*	805829	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
AGUIRRF	782251	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
AGUIRRE	780163	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
ALCORTA	763238	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
ALEMAN	835424	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
ALEMAN, ERMENI	821076	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
ALMAGUER, A	836363	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
ALMAZAN	834552	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
ALMENDAREZ	825380	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
ALONZO	821993	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
ALONZO-S	827957	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
DAVID		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
ALTAMIRA	832650	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
ALVA	836912	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
ALVIREZ	814537	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
ALVIREZ	822251	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
AMADOR, I	804590	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
AMAYA, A	801150	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
AMAYA, A	789780	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
ANDRADE	773255	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
ANDRADES	830957	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
ANGEL, L	818014	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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Assistance with Mosaic Serving in the Classroom

Call Xavier at CN Help Desk

210-554-2292

